



NON-APPROPRIATED FUND JOB OPPORTUNITIES

OPENING DATE: **5 Jan 2004**

CLOSING DATE: **12 Jan 2004**

POSITION TITLE:

Administrative Assistant

SERIES AND GRADE:

NF-0303-03

RATE OF PAY:

\$21,100 - \$54,000 per annum

LOCATION:

Morale Welfare Recreation

APPOINTMENT CATEGORY:

RFT

ANNOUNCEMENT NUMBER:

N04-003

NONAPPROPRIATED FUND OFFICE:

913-684-2747

SUMMARY OF DUTIES: Actively participates in the management of the activity or organization by performing a wide variety of clerical and administrative support duties. Serves as the central point of contact for matters relating to the day-to-day operations. Applies a knowledge of the organization, its functions and regulations to carry-out a wide variety of administrative functions related to the preparation of correspondence, personnel, accounting, purchasing, maintenance and repair of equipment, management of records and information, budget preparation and oversight. Composes standard operating procedures and sets internal priorities. Develops procedures to generate improvements in administrative services. An extensive knowledge of rules, operations, and practices, and judgement in locating and selecting the most appropriate guidelines is required.

CONDITIONS OF EMPLOYMENT: Completion of a satisfactory Local Agency Check. Completion of a satisfactory National Agency Check.

QUALIFICATION REQUIREMENTS: Work experience directly related to the duties described above. Ability to type 40 words per minute

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.